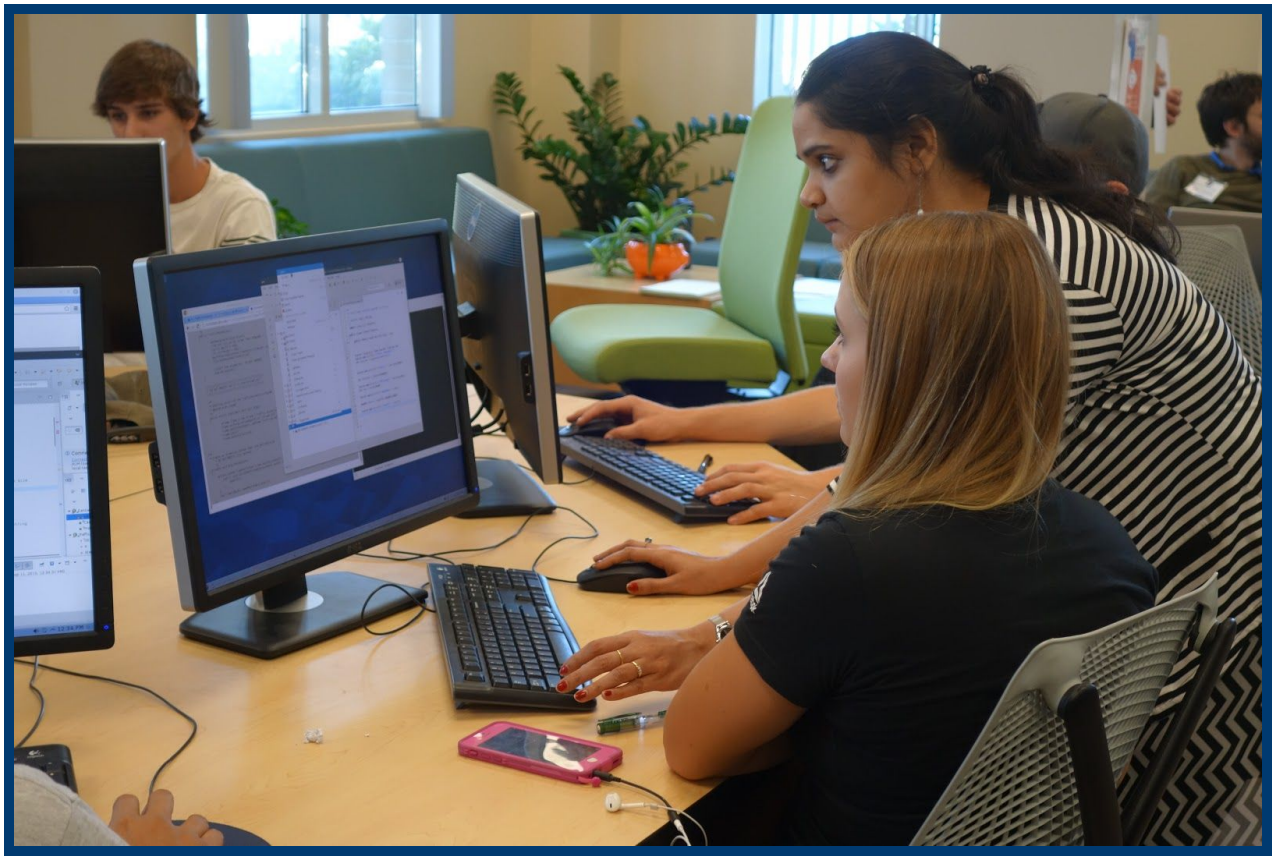

PhD in Computing Student Handbook

2017-2018

Welcome

Welcome to the Computing Ph.D Program. The Computing Ph.D. Program encompasses expertise and research opportunities across a spectrum of computing fields under a single, high-quality research doctorate. The interdisciplinary program brings together faculty members from the Departments of Biological Sciences, Chemistry and Biochemistry, Civil Engineering, Computer Science, Electrical and Computer Engineering, Geosciences, Materials Science and Engineering, Mathematics, Mechanical and Biomedical Engineering, and Physics. With this broad reach lies strength: faculty and students are able to leverage a diverse and unique set of approaches, skills and expertise that enable and complement their research effort.

The curriculum is designed to provide students, through scholarship and research, the computational knowledge and skills to address significant technical challenges through one of three emphasis areas:

- *The Computational Science and Engineering emphasis* focuses on construction of mathematical models and quantitative analysis techniques and use of computers to analyze and solve scientific and engineering problems.
- *The Computer Science emphasis* focuses on theory, design, development, and application of computer and software systems, and the development of algorithms for data search, manipulation, and analysis.
- *The Cyber Security emphasis* focuses on protection of computers, networks, programs, industrial control systems, and data from unintended or unauthorized access, change, or destruction.

Information regarding the application and admissions process can be found online at http://computing.boisestate.edu/application-requirements/.

This handbook supplements the Graduate Catalog, which details university resources, regulations and processes for students and graduate programs. Together, the Student Handbook and the Graduate Catalog articulate the academic life cycle - from admissions to degree completion. Students are responsible for understanding and following the policies and procedures outlined in the Student Handbook and the Graduate Catalog, as well as in the Boise State University Student Handbook, Boise State University Policy Manual, and the Student Code of Conduct. Specific research group and research expectations our further defined by each student's major advisor.

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People (2017-2018)

Program Support

Dr. Jodi Mead - Co-Director

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(208) 426-2432

Bio

Dr. Jodi Mead is a professor in the mathematics department, and affiliated faculty in the Center for the Geophysical Investigation of the Shallow Subsurface at Boise State University. She graduated from Arizona State University with a PhD in computational mathematics, and was a postdoctoral associate in the college of oceanographic and atmospheric sciences at Oregon State University. She has held visiting positions in the mathematics department at Arizona State University, the National Centre for Groundwater Research and Training at Flinders University in Adelaide Australia, and the computer science department at Portland State University. She was graduate program coordinator for the mathematics department at Boise State University 2007-2017.

Dr. Catherine Olschanowsky - Co-Director

catherineolschan@boisestate.edu

(208) 426-5730

Bio

Dr. Catherine (Cathie) Olschanowsky is currently faculty in the computer science department at Boise State University. She was previously a research professor in the Computer Science and Mechanical Engineering Departments at Colorado State University. Her research area is high performance computing application performance. She earned her Ph.D. in Computer Science from University of California at San Diego in the Performance Modeling and Characterization Laboratory.

Keela Cooper - Program Coordinator

keelacooper@boisestate.edu

(208) 426-5767

Bio

As program coordinator for the PhD in Computing Keela is responsible for helping the Co-Directors with the management and administrative aspects of the program. Keela supports students and faculty through advising, proposal and defense support, and serves as the first point of contact for any questions about the program. Keela earned her Bachelor's in Communication in summer of 2012 and has worked for Boise State since fall of 2012.

Major Advisor

Your major advisor is your primary mentor and will be actively engaged in your academic, research, and professional success. Your major advisor provides guidance on your dissertation topic, guides your research efforts, provides direction on your academic plan and may provide funding support through grants or fellowships. Frequent interaction between you and your advisor is essential for you succeed in your program of study. It is your responsibility to schedule regular meetings and communicate often with your advisor.

Supervisory Committee

Your supervisory committee is charged with the general guidance and mentorship, including design and approval of the program of study, supervision of the dissertation research, and participation at your final defense. The supervisory committee is composed of members of the graduate faculty who are approved by the Graduate College and are able to contribute to your research. Guidelines for the formation of your supervisory committee are outlined under the program requirements section of this handbook.

A complete directory of faculty and staff can be found on the PhD in Computing website.

Before You Begin (Post-Admission Process)

To provide a smooth transition into the PhD in Computing, please take time to do the following:

Before you arrive on campus

On your own

- My.boisestate.edu account
  When your application was originally processed, you received a notification letter from the Graduate College containing your username, student ID Number, and Boise State email address. Set up your my.boisestate account by going to my.boisestate.edu using the login information provided in the letter. My.boisestate.edu is your source for all of your campus information. You can access your email, calendar, course websites, student center, and much more through this portal.
- Email
  Boise State students receive email via BroncoMail. Your BroncoMail address is typically your first and last name followed by @u.boisestate.edu. As a graduate assistant, you will also receive an employee email address. Employee email addresses are typically the employee's first and last name followed by @boisestate.edu. Employee email accounts are immediately deactivated if your employment is suspended (e.g., you receive a fellowship or there is any lapse in your funding). *Thus, we recommend that you use your BroncoMail email account as your primary account and forward your employee email to your BroncoMail account. You are responsible for checking both accounts.*
- Housing
  Ample housing options are available near campus. You can work with University Housing for on-campus options if you apply early. The Boise Chamber of Commerce Relocation Page has information and resources about moving to Boise that may be helpful. If you are using Craigslist or Classified Ads, common searches for housing near the university (less than 3 miles away from campus) include: BSU, Downtown Boise, East End, North End, the Bench, and Southeast Boise. Peruse the bulletin boards in the Student Union Building (SUB) if you are already on campus.

With your Major Advisor and the Program Coordinator

- Coordinate your start date with your major advisor or the Program Coordinator.
  Most students will start one week before the first day of classes of the designated semester. If you and your advisor determine an earlier start date, please notify the program coordinator as soon as possible.
- Discuss first semester courses & register online
  You should discuss your graduate course plan with your major advisor. During orientation the week before classes program staff will discuss how to create a

course plan. We typically recommend students take 2 graded courses per semester upon starting the program, especially if conducting research. According to Graduate College policy, domestic students with an assistantship must take at least 5 credits, while international students with an assistantship must take at least nine credits.

- To register for classes, use the student center on my.boisestate.edu. Instructions are found online on the registrar's website.

After you arrive on campus

- Visit the Program Coordinator
  Keela Cooper is the Program Coordinator for the PhD in computing.
  Her office is located in Downtown Boise in the City Center Plaza Building, room CCP 367.

  The Program Coordinator can provide you with detailed information on room and building access, payroll, and resources available to you. Labs, workspace, and other resources will vary based on your area of emphasis.

- Complete your employment documents (for students on graduate assistantship)
  Some items (Federal Form I-9, Employee Information Form) must be completed on or before your first day of employment. Other items (W-4 Tax Form, Direct Deposit, and Compliance Certification) must be completed immediately after you begin employment. Check the Boise State New Employee website for a complete listing of immediate action items. Please be aware that the hiring process does include a background check.

  Note: Tax rates on paychecks will fluctuate throughout the year. During the summer (or anytime you are not enrolled as a student), taxes are withheld at a higher percentage than during periods of student enrollment.

- Obtain your Boise State University identification, the "BroncoCard"
  After completing your employment documents at Human Resources, take your Student ID # and valid photo ID to the BroncoCard office in the Student Union Building to obtain your BroncoCard. Be sure to request a proxy BroncoCard. Your BroncoCard gives you card reader access to select laboratories and study areas. You will use your BroncoCard to access the Recreation Center, purchase meal plans, and can also, optionally, make cashless purchases on campus with Bronco Bucks.

  Find out more about obtaining your BroncoCard

- Purchase a Parking Pass if you plan to park on campus

Parking on University Drive and other city-maintained streets is permitted without a Boise State parking permit. Signs posted on city-maintained streets describe any restrictions. Otherwise, parking on campus requires a Boise State parking permit.

You can purchase your parking permit and find out more about transportation options online.

**Students who will work in Computer Science facilities in Downtown Boise should review the specific transportation and parking options available for City Center Plaza.

Expectations

When you come to Boise State, we agree to offer our time and resources in exchange for your commitment to make your best effort. To ensure that we all know the expectations, the School, College, and University have policies in place with which you should be familiar. These policies are outlined in this handbook, the Boise State University Student Handbook, Boise State University Policies, Student Code of Conduct, Graduate Catalog and Standards and Guidelines for Theses and Dissertations. Please take the time to read and understand these policies.

If questions arise that are not addressed within this handbook or within the policies outlined by Boise State University and the Graduate College, we encourage you to first meet with your major advisor. If still unresolved, please contact the Program Coordinator for further assistance.

Safety

Most students in the Computing PhD program will not work in labs with extensive safety regulations, but please consult with your major advisor and service assignment supervisor to ensure you are aware of and compliant with any applicable regulations or university policies.

Academic Integrity

Academic integrity is a core belief of the PhD in Computing, participating departments, the College of Engineering, College of Arts and Sciences, Graduate College and Boise State University. Cheating, plagiarism, and academic dishonesty in the classroom or in research endeavors are serious offenses that will be addressed. All forms of academic dishonesty can lead to suspension, or expulsion from the University. The University Academic Integrity Policy can be found on the registrar's website.

Interdisciplinary Program Structure

At Boise State University, interdisciplinary graduate programs are those that cross boundaries and involve faculty members from more than one program. The PhD in Computing brings together faculty members from the Departments of Biological Sciences, Chemistry and Biochemistry, Civil Engineering, Computer Science, Electrical and Computer Engineering, Geosciences, Materials Science and Engineering, Mathematics, Mechanical and Biomedical Engineering, and Physics. We encourage students to utilize the great range of resources this interdisciplinary structure makes available. Faculty from all of these programs make up the governing body for the PhD in Computing.

Resources

Program Coordinator

Keela Cooper is the Program Coordinator for the PhD in Computing. Her office is located Downtown in the City Center Plaza Building, room CCP 367. You can contact her via email keelacooper@boisestate.edu, or by phone 208-841-1216.

Website

The PhD in Computing program website: http://computing.boisestate.edu/ contains resources for students including: program specific forms, emphasis area requirements, and contact information for all participating faculty and staff.

Other Resources

IT support, office supplies, and other resources can be obtained through your major advisor's department. Please ask your advisor who to contact.

Navigating Your Degree

The PhD in Computing Program staff are here to help each student navigate the academic program efficiently and effectively. To help ensure that you stay on your desired schedule for graduation, we encourage you to use the following resources. Each of the forms referenced in this section are are available online.

- *Degree Plan*. This form should be completed during your first semester. It helps establish a plan for coursework and degree milestones. Forms should be completed with the help of your major advisor, and should be returned to the Program Coordinator.
- *Progress Report.* This report should be completed with your major advisor after every semester. Meeting with your advisor to evaluate your progress each semester is key to ensuring you are succeeding in your degree plan.

Program Requirements

The program leading to the Ph.D. in Computing is a dissertation-based program. The program requires a minimum of 67 credits representing advanced coursework, a comprehensive exam (which serves as a qualifying exam for admission to candidacy), and a dissertation constituting an original and significant contribution to the discipline. Courses applied to meet the 67-credit minimum requirement must be taken for a letter grade (A-F), except for CS 691 Doctoral Comprehensive Examination which is graded P (Pass) or F (Fail), and CS 693 Dissertation which is initial graded IP (In Progress) and later graded P or F depending on the outcome of the dissertation defense. Degree requirements for the Ph.D. in Computing and associated emphases are delineated in the tables below.

Computational Science and Engineering

Course Number and Title	***Credits***
Required Core Courses MATH 527 Intro to Applied Math for Scientists & Engineers (3 cr) CS 565/MATH 565 Numerical Methods I (3 cr) CS 566/MATH 566 Numerical Methods II (3 cr) MATH 572 Computational Statistics (3 cr) CS 507 Computing Foundations for Computational Science (3 cr) Choose one of: CS 530 Parallel Computing (3 cr) ME 571 Parallel Scientific Computing (3 cr)	18
Elective Courses Graduate-level elective courses: At least four graduate-level elective courses are required. Three of them must be chosen from science or engineering departments. Undergraduate-level elective courses: Up to two upper division undergraduate elective courses outside the major field of study can be used for credit towards the degree.	18
CS 691 Doctoral Comprehensive Examination	1
CS 693 Dissertation	30
Total	**67**

Computer Science

Course Number and Title	***Credits***
Choose 12 courses from the following Emphasis Courses and Elective Courses. At least 6 courses must be chosen from the Emphasis Courses.	36
Emphasis Courses CS 510 Databases (3 cr) CS 521 Design and Analysis of Algorithms (3 cr) CS 530 Parallel Computing (3 cr) CS 531 Advanced Programming Languages (3 cr) CS 541 Computer Architecture (3 cr) CS 554 Advance Operating Systems (3 cr) CS 555 Distributed Systems (3 cr) CS 557 Artificial Intelligence (3 cr) CS 561 Theory of Computation (3 cr) CS 573 Advanced Software Engineering (3 cr)	
Elective Courses Courses for Master of Science in Computer Science Additional Elective courses approved by the supervisory committee	
CS 691 Doctoral Comprehensive Examination	1
CS 693 Dissertation	30
Total	**67**

Cyber Security

Course Number and Title	***Credits***
Choose 12 courses from the following Emphasis Courses and Elective Courses. At least 6 courses must be chosen from the Emphasis Courses.	36
Emphasis Courses CS 546 Computer Security (3 cr) CS 567 Applied Cryptography CS 575 Software Security (3 cr) CS 621 Digital Forensics (3 cr) CS 622 Advanced Network Security (3 cr) CS 623 Cyber Physical Systems (3 cr) CS 624 Cyber Security of Critical Infrastructures (3 cr) MATH 508 Advanced Public Key Cryptology (3 cr) MATH 509 Symmetric Key Cryptology (3 cr) CS/MATH 6XX Advances in Applied Cryptography (3 cr)	
Cyber Security Continued	
Elective Courses Courses for Master of Science in Computer Science MATH 505 Abstract Algebra (3 cr) MATH 507 Number Theory (3 cr) Additional elective courses approved by the supervisory committee	
CS 691 Doctoral Comprehensive Examination	1
CS 693 Dissertation	30
Total	67

Transfer courses

Students with a master of science degree in computer science, mathematics or a related field may transfer up to 21 credits toward the Ph.D. program degree requirements. For a student entering with a bachelor of science degree in a relevant field, a maximum of 9 credits of graduate coursework may be applied toward the Ph.D. program degree requirements. In all cases, the transfer credit must meet Graduate College requirements and be approved by the supervisory committee. Transfer credit accepted into the program will be applied on a course-by-course toward the degree requirements.

Independent Study, Directed Study and Practicum/Internship

Upon approval by the supervisory committee and the program directors, up to three credits of Independent Study (COMPUT 596) or Directed Research (COMPUT 696) can be applied to degree requirements as elective coursework.

In exceptional cases, and upon approval by the supervisory committee and the program coordinator, a student may enroll in Practicum/Internship (COMPUT 590). Practicum/Internship credit cannot be applied toward meeting degree requirements. The practicum/internship credit, however, will be on your transcript, which provides a record of the practicum/internship experience.

College Teaching Certificate

The Graduate Certificate in College Teaching is designed to enhance teaching effectiveness of graduate teaching assistants and provide marketable skills for graduate students wishing to seek employment in higher education as instructors. The Graduate Certificate in College Teaching is open to current Boise State graduate students or others who have previously earned a graduate degree and who are considering employment in higher education. Through the required coursework, students will demonstrate skill in course design; demonstrate the ability to effectively teach a course including planning lessons/lectures and assessing student learning; and engage in ongoing faculty development through teaching workshops. Students are referred to the Center for Teaching and Learning website for additional information.

Supervisory Committee

The supervisory committee consists of your major advisor who acts as chair, and at least two, but no more than four, additional members. A majority of the committee membership must be participating faculty in the PhD program, and at least one member must be from the chosen area of emphasis. Adjunct graduate faculty also may chair committees if they have program endorsement. In addition, at least one computer science faculty member must be on each committee. In the case of the CSE emphasis, there must also be at least one mathematics faculty and a faculty member from a science or engineering discipline.

You should form your supervisory committee through consultation with your major advisor and submit an Appointment of Supervisory Committee form, available on the Graduate College website, to the Graduate College once research toward your dissertation has commenced. A change in the membership of the supervisory committee can be made after initial appointment by submitting an updated Appointment of supervisory committee form.

Comprehensive Exam

The objective of the comprehensive examination is to assess depth and breadth of knowledge in the emphasis area and readiness to undertake dissertation research. The content of the examination includes material from the 18 credits of core emphasis courses taken by the student. More information on the format of the comprehensive exam can be found in the forthcoming Comprehensive Exam Policy and Procedure document on the PhD in Computing website.

Dissertation Proposal

The objective of the dissertation proposal and oral defense is to assess the suitability of a PhD student for research in a specific area and will focus on advanced coursework and research in the student's dissertation area. Satisfactory completion is required for you to become a PhD candidate. The dissertation proposal should be presented within one year of satisfactory completion of the comprehensive examination and must be approved by the supervisory committee one year before the final dissertation defense.

The student must submit a written dissertation proposal to the supervisory committee two weeks before the oral proposal defense. The proposal should include a (i) problem and motivation (ii) proposed scope of work and research objectives (iii) literature review and anticipated scientific impact, (iv) research approach, (v) plan for obtaining and utilizing resources necessary to complete the research and (vi) proposed timeline. The proposal should be approximately 30-50 double spaced pages. After the supervisory Committee reviews the proposal they can give their approval to proceed with scheduling the dissertation proposal defense or they can ask the student to make changes to the proposal and to resubmit it.

The format of the proposal defense consists of a 45 minute public presentation of the student's dissertation proposal, including a public question and answer session, followed by a closed-door period of questioning by the supervisory committee. The supervisory committee will conduct a closed-door oral examination based on the proposal and on relevant background from the student's program of study. Only the committee members may attend the closed-door session. After the examination, the student will be asked to leave, and the committee will discuss and vote on the student's performance in the oral examination. Majority approval of the supervisory committee is required to pass the defense. If a student fails the proposal defense, he or she may be allowed to reinitiate the dissertation proposal once with the approval of the supervisory committee. Students who fail a second time or do not receive approval to re-submit the proposal will be administratively withdrawn from the program.

Admission to Candidacy

Upon completion of the dissertation proposal defense and receipt of the signed Approval/Disapproval statement from the supervisory committee, you are eligible to complete an Application for Admission to Candidacy. Once this application is accepted by the Graduate College, the student becomes a Ph.D. Candidate. The Graduate College strongly recommends that the AAC be submitted when the student has finished approximately half of the degree requirements.

Once admitted to candidacy, it is expected that the student will proceed with the research outlined in the proposal defense. Major deviation from the proposed research requires majority approval of the supervisory committee.

Dissertation

The dissertation must be the result of independent and original research and must constitute a significant contribution to the knowledge base of the focus area, equivalent to multiple peer-reviewed publications. The style and format of the dissertation are to conform to the standards of the Graduate College.

Dissertation Defense

A public defense of the dissertation is scheduled after the supervisory committee has reviewed a draft that is considered to be a nearly final version. The date of the defense is determined jointly by the supervisory committee and the student and must be consistent with any guidelines provided by the Graduate College. The first part of the defense will be a public oral presentation of the dissertation. The second part will be an oral exam administered by the supervisory committee who will decide whether the student passes or fails the defense. A student who fails the defense may be permitted to try again but failure a second time will result in dismissal from the PhD program.

If the defense is completed with a result of pass, the supervisory committee prepares a statement describing final requirements such as additions or modifications to the dissertation and any additional requirements such as archival of data. When these requirements have been met to the satisfaction of the supervisory committee, the approval page of the dissertation is signed by the members of the committee.

Program Timeline

Your advisor and supervisory committee determine your program timeline. The Ph.D. program is expected to take between 4 and 6 years, but this can vary based on student background, research project, and any number of other variables. Sample timelines are

described below. All program requirements must be started and completed within a single continuous interval of no more than ten years.

The following table summarizes recommended milestones for full-time PhD students who are admitted with a Bachelor's degree.

Year	Milestone
Year 1	Complete a degree plan with your advisor and submit it to the Program Coordinator. Include credits of graduate courses that are being requested to be applied to the Ph.D. program degree requirements
	Complete provisional requirements for regular admission status, if applicable
	Submit the Appointment of Supervisory Committee Form.
Year 2	Complete the majority of coursework
	Take and pass the Comprehensive Examination
Year 3	Conduct research and prepare Dissertation Proposal
	Successfully defend the dissertation proposal
	Get recommended for Admission to Candidacy by the Supervisory Committee and complete the Application for Admission to Candidacy Form
Year 4 +	Conduct research and prepare dissertation
	Take and pass the dissertation defense
	Submit final approved dissertation

The following table summarizes recommended milestones for full-time Ph.D. students who have earned a Master of Science in a related field.

Year	Milestone
Year 1	Complete a degree plan with your advisor and submit it to the Program Coordinator. Include credits of graduate courses that are being requested to be applied to the Ph.D. program degree requirements
	Complete provisional requirements for regular admission status, if applicable
	Complete the majority of coursework
	Submit the Appointment of Supervisory Committee Form
Year 2	Take and pass the Comprehensive Examination
	Conduct research and prepare Dissertation Proposal
	Successfully defend the dissertation proposal
	Get recommended for Admission to Candidacy by the Supervisory Committee and complete the Application for Admission to Candidacy Form
Year 3/4	Conduct research and prepare Dissertation
	Take and pass the dissertation defense
	Submit final approved dissertation

Coursework Options

Selecting coursework for your graduate degree should take into account your research goals and future career plans. Beyond the courses required core coursework, significant flexibility is available to students to create a degree plan that meets their needs. All coursework decisions should be made in collaboration with the Major Advisor and supervisory committee.

Transfer courses

Graduate coursework can be transferred to Boise State University and applied for credit to a PhD in Computing program requirement in accordance with Graduate College policy. The transfer credit policy can be found in the Graduate Catalog.

Students with a master of science degree in computer science, mathematics or a related field may transfer up to 21 credits toward the Ph.D. program degree requirements. For a student entering with a bachelor of science degree in a relevant field, a maximum of 9 credits of graduate coursework may be applied toward the Ph.D. program degree requirements. In all cases, the transfer credit must meet Graduate College requirements and be approved by the supervisory committee. Transfer credit accepted into the program will be applied on a course-by-course toward the degree requirements.

Internships

In exceptional cases, and upon approval by the supervisory committee and the program coordinator, a student may enroll in Practicum/Internship (COMPUT 590). Practicum/Internship credit cannot be applied toward meeting degree requirements. The practicum/internship credit, however, will be on your transcript, which provides a record of the practicum/internship experience.

Independent Study and Directed Research

Upon approval by the supervisory committee and the program directors, up to three credits of Independent Study (COMPUT 596) or Directed Research (COMPUT 696) can be applied to degree requirements as elective coursework.

Changing Your Course of Study

Moving between emphasis areas is possible, however, admission to one emphasis area does not guarantee admission to any of the other emphasis areas. Admission decisions are emphasis area specific. The later in the program of study this is done, the bigger impact it will have in terms of delaying graduation. This decision should be based on curriculum and research topic alignment.

It is very important to understand that program GA funding that was granted upon admission to one emphasis area is not guaranteed to follow the student to the new emphasis area.

The student must take responsibility for applying to be admitted to an alternate emphasis area. Students must submit the request via the Change of Emphasis Request form. The request will be reviewed by the co-directors of the program and follow the regular admissions procedures for the specific emphasis area. Students must complete all fields on the form and upload an updated statement of purpose.

Changing from the Ph.D. in computing to an M.S. degree program is not recommended and should be undertaken only after multiple consultations with your major advisor and the program coordinator. To initiate a change into a new degree program, students will need to reapply to the appropriate program.

The Unexpected

As you pursue your graduate degree, it is likely you will encounter something, either major or minor, that is not addressed in this handbook. As you encounter these unexpected moments, we encourage you to meet with your advisor, the Program Coordinator, or Program Co-Directors as appropriate and as soon as possible. We will work with you to find the solution, experience, or opportunity that best fits your unique situation.

Graduate Assistantship

Unless supported through other means, all full-time Ph.D. students are financially supported by a graduate assistantship. A student is compensated for an average of 20 hrs per week (for a total of 1000 hours per year). Effort above and beyond the 20 hours is considered professional and academic development for things such as dissertation research and writing and coursework.

A Graduate Assistant (GA) is a Ph.D. student financially supported by a graduate assistantship under the mentorship of a major advisor. Part of a GA's professional development includes assisting their major advisor with research responsibilities (i.e. a research assistant). Research responsibilities will vary based on advisor and project. GAs are also expected to serve the University on average for 10 hrs per week in a capacity such as assisting a course in their area of expertise (i.e. a teaching assistant). Graduate assistantships are governed by University Policy 7170.

Assistantship Termination or Reduction

To maintain your Graduate Assistantship you must comply with all policies, procedures and timelines outlined in this handbook, your assistantship contract, and the policies of Boise State University and the Graduate College. A Graduate Assistantship may be terminated or reduced at any time by the program for just cause such as unsatisfactory performance of assigned duties, dereliction of duties, insubordination, unsatisfactory academic performance, unsatisfactory progress toward the degree, a felony conviction, or for any other cause of similar magnitude as determined by the graduate program and the Graduate Dean.

Vacation

Vacation must be approved by your major advisor and work assignment supervisor, if applicable. Make requests for vacation in accordance with the requirements provided to you by your major advisor and work assignment supervisor, if applicable.

Leave of Absence for Graduate Assistants

You must be continually enrolled in the program and making satisfactory progress to maintain your Graduate Assistantship. You may apply to the department for an official leave of absence if you cannot maintain continuous enrollment in any given semester. Official leaves of absence will be reviewed on a case-by-case basis. Your assistantship may be affected by an official leave of absence. Although we cannot guarantee availability, we will attempt to provide you an assistantship upon your return.